

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Managing Quantity Surveyor Grade: SMG1
Reports to Head of SIAM

Directorate: Quality and Investment Section: Stock Investment & Asset Management

Main Purpose of the job:

Reporting to the Head of Stock Investment & Asset Management, you would be leading a team of Quantity Surveyors (QS) to oversee the financial, commercial success and contractual aspects of major construction projects and contractual elements of all works carried out by Stock Investment & Asset Management (SIAM) and their Contractors, ensuring that payment for works meet contractual obligations and commercial requirements.

Support the Head of Service and Executive team with thorough knowledge of building construction, different forms of contract, contract management and quantity surveying procedures, ideally with experience in the Social Housing Sector.

To support the Head of Service, QS's and Contract Managers in compiling tender documents for various works and services packages and have experience of managing a tender from release through evaluation and contract award.

To provide financial information in relation to cashflow, contract variations and manage all risks and opportunities across the Stock Investment team.

To provide monthly Contract Valuations and forecasts so that these can be incorporated into Project and Capital Programme Board reports, including any risks and variations that will impact on Cost, Quality or Programme.

This role is integral to delivering successful projects that meet financial targets and the council's expectations.

Summary of Responsibilities and Personal Duties:

Within this role you will provide Quantity Surveying services across the Housing Directorate and other Property functions as required, which include all aspects of housing, including but not limited to major works, minor works, building safety, compliance, refurbishment, repairs, cyclical decorations and voids.

These responsibilities include:

1. **Leadership:** Manage and mentor a team of quantity surveyors, ensuring high performance and professional development.
2. **Cost Management:** Overseeing cost estimation, budgeting, and financial forecasting for HRA Capital Programme.

3. **Contractual Oversight:** Administering and negotiating contracts, including monitoring compliance and mitigating risks.
4. **Tendering & Procurement:**
 - a. Lead the commercial team to ensure procurement of contracts is supported by effective Employer Requirements to enable procurement of contracts.
 - b. Manage the procurement pipeline to identify procurement and governance risks.
 - c. Ensure appropriate specifications, quality, price and social value documents are produced to carry out an effective tender exercise.
5. **Risk Management:** identify, manage and provide commercial risk advice to the wider Stock Investment and Asset Management team, senior management and executive team.
6. **Reporting:**
 - a. Ensure robust, accurate and timely cost and value reporting at both project and business unit level.
 - b. Ensure accurate cash flow reporting takes place on all projects.
 - c. Carry out cost management including forecasting in line with the approved Capital Programme Budget.
 - d. Update the monthly CVR, cost and commercial plans and have accountability, along with the project team for the commercial performance and strategy.
 - e. Ensure an accurate procurement pipeline is in place and reported to Housing Executive and Corporate Procurement.
7. **Compliance:** Ensure adherence to construction laws, industry regulations, and company policies.
8. **IT System:** Experience with QS tools and project management software.
9. **Processes**
 - a. Help ensure that commercial processes are adhered to across the Housing Directorate.
 - b. Actively seek to improve processes and procedures.
 - c. Have a good understanding of the processes and procedures used by any other Directorate that we are working with and assist in their development and improvement.
10. **External relationships**
 - a. Ensure that any main contracts entered have terms and conditions that are appropriate for the Council, with commercial risks identified.
 - b. Ensure that the supply chain is engaged appropriately with the correct contract terms and conditions.
 - c. Ensure that good client relationships are fostered.
 - d. Be responsible for contract letting, negotiation and financial accounting
11. **Internal relationships**
 - a. Effectively assist in managing the commercial team, including Quantity Surveyors and commercial support staff.
 - b. Ensure effective interaction between the commercial team and the operational site teams.
 - c. Supervise and mentor Quantity Surveyors.

- d. Work with Corporate Procurement, Legal Services and Finance to deliver the procurement pipeline to meet the demands of the Housing Directorate.

12. Key measures & targets:

- a. Accurate monthly forecasting.
- b. Ability to challenge resources and costs.
- c. Maintaining deadlines in line with the monthly commercial calendar.

Generic responsibilities

1. Maintain excellent customer service in all areas of work and ensure continued personal development.
2. Comply with all Lewisham Council policies, including contractual standing orders, financial regulations and all HR policies and procedures including Health & Safety and Equality & Diversity

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in the Council's appraisal system and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to adjusting the duties of this role to accommodate a disabled postholder.

THIS JOB DESCRIPTION IS NOT EXCLUSIVE OR EXHAUSTIVE. IT IS INTENDED AS AN OUTLINE INDICATION OF THE AREAS OF ACTIVITY AND MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 5

PERSON SPECIFICATION

JOB TITLE: Managing Quantity Surveyor GRADE: SMG1

DEPARTMENT: Housing

Note to Candidates

The Person Specification outlines the essential skills, knowledge, and experience required to perform the job effectively. It serves as the foundation for creating the job advert and will also guide the shortlisting and interview process for this position.

Categories marked with an 'S' will be specifically utilised during the shortlisting process.

Please ensure that Equality and Diversity considerations are specifically addressed in relation to the role for which you are applying, as appropriate, when responding to the requirements outlined in this person specification.

If you have a disability that prevents you from meeting certain job requirements directly due to your disability, please include this information in your application. If you meet all other criteria, you will be shortlisted, and we will work together to explore possible adjustments to the role that would enable you to fulfil the job requirements.

Equality & Diversity

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community **S**

Understanding of how equality and diversity relates to this post **S**

Knowledge and Experience

Education: Degree in Quantity Surveying, Construction Management, or a related field. **S**
MRICS or equivalent **S**

Proven track record as a senior or managing quantity surveyor in large scale construction/major works projects. **S**

Strong understanding of construction contracts. E.g. JCT, NEC. **S**

Strong understanding of cost control methodologies and knowledge of current Construction Law. **S**

Risk Management: experience in identifying, managing and providing commercial risk advice to the wider Stock Investment and Asset Management team. **S**

Structured career history

Leadership skills: demonstrates ability to lead a team and coordinate activities across multiple stakeholders. **S**

Strong in contractual negotiations. **S**

Extensive experience in commercial management and procurement of subcontractors, including chairing regular meetings, measurement and control cycle, certificates, and accruals calculations. **S**

Ability to demonstrate a good knowledge of monthly reporting and earned value analysis. **S**

Excellent team player whilst also holding the ability to work independently on their initiative

Excellent time management skills, with the ability to work to tight deadlines. **S**

Experience of working in a similar environment (Social Housing sector), quantity surveying and commercial management. **S**

Understand the current challenges faced by a social housing provider, within the context of the role applied for **S**

Desirable

Experience of mentoring junior members.

Experience of working in social housing/public sector.

Aptitude

Possess Strong interpersonal skills to liaise with contractors, clients, and stakeholders **S**

Experience of using Microsoft Office and other computer systems to a high-level S

DBS Disclosure Required? No Basic Enhanced

Physical

Generally, candidates must meet the standard London Borough of Lewisham requirements for the post.